

## SETUP CHECKLIST

- ☐ Plug POWER cable into device + outlet
- ☐ Plug USB cable into device + laptop
- ☐ Wait 10 seconds for device to turn on
- ☐ Open meeting link (Teams/Meet/Zoom)
- ☐ Set Camera → Owl/Kandao
- ☐ Set Microphone → Owl/Kandao
- ☐ Set Speaker → Owl/Kandao
- ☐ Set laptop volume to 0 (IMPORTANT!)

## ⚠ ECHO PREVENTION

### THE GOLDEN RULE

**The Owl/Kandao is the ONLY device that listens and speaks. All laptops must be silent.**

- ☐ Your laptop: Volume = 0
- ☐ Other laptops in room: Mic MUTED + Volume = 0
- ☐ Ask remote: "Do you hear any echo?"

## HOW RECORDING WORKS

The notetaker bot automatically joins via the meeting link and records the meeting.

✓ No action needed - it happens automatically

## LARGE ROOM? EXTRA EQUIPMENT

### Extension Microphones:

OWL: ✓ Expansion Mic plugs into bottom of Owl

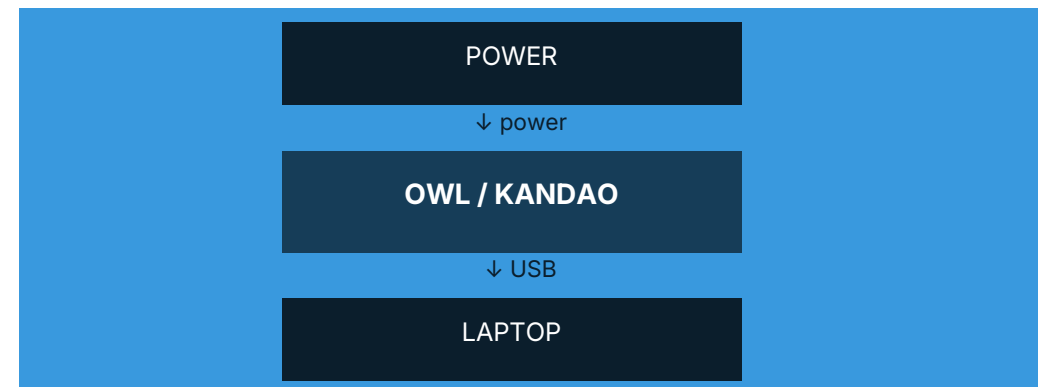
KANDAO: ⚠ Check if your model supports it

### External Speakers:

OWL: ✗ Not supported (interferes with camera)

KANDAO: ⚠ Check model, cable only, 1m+ away

## CONNECTION DIAGRAM



## WITH OWL

⚠ Owl cannot record by itself - must use meeting link

### SETUP CHECKLIST:

- ☐ Plug POWER + USB cables to Owl + laptop
- ☐ Open Teams/Meet/Zoom
- ☐ Start a new meeting (no one joins)
- ☐ Set Camera, Mic, Speaker → "Meeting Owl"
- ☐ Notetaker bot joins and records

✓ No echo concerns - no one is joining remotely

## 🤔 WHICH SHOULD I USE?

### If you have...

Owl  
Kandao + laptop  
Kandao only (no laptop)  
Want auto-processing?

### Then use...

→ Meeting link (only option)  
→ Option A (meeting link)  
→ **Option B (SD card)**  
→ Use meeting link

## WITH KANDAO

✓ Two options available - choose one

### OPTION A: Via Meeting Link

- ☐ Same setup as Owl (see left)
- ☐ Notetaker bot joins and records

Requires: Laptop + Meeting link

### OPTION B: Record to SD Card

**No laptop needed!**

- ☐ Plug POWER cable only (no USB needed)
- ☐ Wait for Kandao to turn on
- ☐ Press REC on remote control
- ☐ Light blinks = recording
- ☐ Press REC again to stop

Requires: Kandao + Remote + SD card

### 📁 GET RECORDING FROM SD CARD:

1. Remove SD card from Kandao
2. Insert into laptop (may need adapter)
3. Copy video file to laptop/cloud
4. Return SD card to Kandao